

MINUTES

CITY OF WOLLONGONG TRAFFIC COMMITTEE



MEETING HELD AT 9.15AM ON WEDNESDAY 18 OCTOBER 2017

RECOMMENDATION

In accordance with the powers delegated to Council by the Road Transport Act 2013 and the Roads Act 1993, as outlined in the RMS document 'A guide to the Delegation to Councils for the Regulation of Traffic – including the operation of Traffic Committees':

- 1 The remaining Recommendations of the City of Wollongong Traffic Committee (excluding all Temporary Road Closures which require adoption by full Council), be adopted.
- 2 Appropriate persons and Departments be advised of Council's decisions.

MINUTES REVIEWED BY

Author's Name	Author's Title	Signature	Date
Lindsay Dunstan	Senior Traffic Engineer	Lindsay Dunstan	6 November 2017
Ted Collins	Traffic Unit Manager	Ted Collins	6 November 2017
Peter Nunn	Transport and Stormwater Services – Manager	Peter Nunn	8 November 2017
Mike Dowd	Manager - Infrastructure Strategy and Planning (Chairman)	Mike Dowd	12 November 2017
Greg Doyle	Director - Infrastructure and Works	Greg Doyle	13 November 2017

MINUTES ENDORSED BY

Items 1-4 and item 10 to be adopted by the General Manager through delegated authority.

Items 5-9 and item 13 of the meeting must be determined by Council and are recommended to Council for approval for the temporary regulation of traffic on public roads for works or events by independent parties.

Name	Title	Signature	Date
David Farmer	General Manager	David Farmer	13 November 2017

Wollongong City Council

Infrastructure, Strategy and Planning Division
Transport and Stormwater

The City of Wollongong Traffic Committee is not a Committee of Wollongong City Council however a Technical Committee of the Roads & Maritime Services (RMS). The Committee operates under the authority conferred to Council by the RMS under the Transport Administration Act 1988. Council has resolved to manage the Traffic Committee under a Charter which sets out the membership, timelines for the preparation of the Agenda and the distribution of Minutes, in accordance with the RMS document 'A guide to the delegation to councils for the regulation of traffic' (including the operation of Traffic Committees.)

Council has been delegated certain powers, from the RMS, with regard to traffic matters upon its local roads. A condition of this delegation is that Council must take into account the Traffic Committee recommendations.

There are four permanent members of the Traffic Committee, each of whom has a single vote only.

- The members are representatives of the NSW Police Force, the Roads & Maritime Services, the Local State Member of Parliament (for the location of the issue to be voted upon), and a representative of Wollongong City Council.
- If the RMS or NSW Police Force disagrees with any Traffic Committee recommendation, or Council's resolution on any Traffic Committee recommendation, that member may lodge an appeal with the Regional Traffic Committee for determination. The appeal must be lodged in writing within 14 days of Council's resolution. Any action relative to any issue under appeal must cease until the matter is determined. The Regional Traffic Committee is chaired by an independent chairperson and submissions and representations are welcomed from all interested parties.

IMPORTANT NOTE:

Council can only recommend that:

- 1 **The Traffic Committee recommendation be adopted.**
- 2 **The Traffic Committee recommendation not be adopted.**
- 3 **The Traffic Committee reconsider this issue.**

City of Wollongong Traffic Committee Meeting
Wollongong City Council Administration Building
Level 10 Committee Rooms 2 & 3
Commencing at 9.15 am

MINUTES

CITY OF WOLLONGONG TRAFFIC COMMITTEE



9.15AM ON WEDNESDAY 18 OCTOBER 2017

PRESENT	
Lindsay Dunstan (Chair)	Wollongong City Council
Rob Gaudiosi – Traffic Engineer	Wollongong City Council
Tania Martin – Administration Officer (Acting)	Wollongong City Council
Naomi Reid – Road Safety Officer	Wollongong City Council
Danny Benedetti	RMS
Snr Constable Andrew Cotton	NSW Police
David Cratchley	Premier Illawarra
Les McMahon	Representative for Paul Scully MP, Anna Watson MP and Ryan Park MP
Les Dion	Dion Buses

APOLOGIES	
Mike Dowd	Wollongong City Council
Stephen Burbridge	Busabout

CONFIRMATION OF MINUTES OF MEETING HELD ON 13 September 2017

BUSINESS ARISING: NONE.

GENERAL BUSINESS

	Suburb	Street(s)	Issue
1	BELLAMBI	Bellambi Lane	Extension of No Stopping Zone
2	NORTH WOLLONGONG	Ralph Black Drive	Relocating a timed bus zone
3	WOLLONGONG	Burelli Street	Extension of 2 Hr Parking restrictions along lower end of Burelli Street
4	FIGTREE	O'Briens Road	Narrow Kerb Lane

REGULATION OF TRAFFIC

5	WOLLONGONG	Stewart & Harbour Streets, Crown Street & Cliff Road	Macedonian Orthodox Church March – Friday 19 January 2017
6	WOLLONGONG	Endeavour Drive, Marine Drive, Cliff Road, Crown Street	Queens Baton Relay – Monday 5 February 2018 9am – 11.45am
7	WEST WOLLONGONG	Lexburn Avenue	Street Party Saturday 16 December 2017
8	BERKELEY	Hunt Place	Street Party Sunday 31 December 2017
9	KEIRAVILLE	Shoobert Crescent	Street Party Friday 8 December 6.00pm – 8.30pm

DESIGN MATTER

10	KEMBLA GRANGE	Sheaffes Road	New Subdivisions – Signs and Line markings
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INFORMAL ITEM

11	FIGTREE	Terrie Avenue	Parking Concerns
12	WOLLONGONG	Marine Drive	Carols by Candlelight

LATE ITEM

13	CORRIMAL	Station Street	Street Party Saturday 9 December 6.00pm – 10.30pm
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The meeting concluded at 11.05am

BUSINESS ARISING:

GENERAL BUSINESS

1 **BELLAMBI – WARD 1**

Bellambi Lane – Extension of No Stopping Zone

Background:

This item has previously been endorsed by Traffic Committee at its September 2017 meeting to provide No Stopping restrictions in the kerb lane between Cheshire Street and Memorial Drive. Subsequently, Council officers have discussed the new restrictions with the operator of nearby businesses on Bellambi Lane. Council has now been asked to consider installing 15 minute parking between 9.30am and 3.00pm seven days a week in order to allow for some customers to attend the businesses outside peak traffic times. It is understood that access from a street to the rear is not always suitable.

Council and Roads & Maritime Services staff expect to re-visit the parking restrictions on the southern side of Bellambi Lane after the opening of the Bunnings Store in order to assess the success or otherwise limited parking in this area.

Consultation:

Consultation has been held with Business Owners in Bellambi Lane in the vicinity of Cheshire Street for this Agenda item.

PROPOSAL SUPPORTED UNANIMOUSLY

Install No Stopping restrictions on the southern side of Bellambi Lane between Cheshire Street and Memorial Drive with a short section of 15 minute parking between the driveways at 11-15 Bellambi Lane. The 15 minute parking is to be timed between 9.30am and 3.00pm with No Stopping at other times.

2 **NORTH WOLLONGONG - WARD 2**

Ralph Black Drive – North Wollongong – Relocating a timed bus zone

Background:

Greenacres disability services have requested the relocation of a timed bus zone adjacent to the main complex so that the bus will no longer stand across the driveway. A new concrete footpath in this area will allow employees with disabilities to continue to access bus services in the new location.

Consultation:

The neighbouring property owner is to be advised prior to the bus zone being relocated.

PROPOSAL NOT SUPPORTED UNANIMOUSLY

Relocate the existing bus zone in Ralph Black Drive 20 metres to the east.

3 **WOLLONGONG – WARD 2**

Burelli Street - Extension of 2 hour parking restrictions adjacent to 16 Burelli Street

Background:

The new development at 16 Burelli Street Wollongong does not require the length of No Stopping which previously existed in the vicinity of what were commercial driveways at one time. During inspections members of the committee suggested that the No Stopping restrictions across the driveway were no longer required. Therefore, the 2 hour parking restriction should extend across the frontage of the new development on Burelli Street.

Consultation:

No Consultation required for this Agenda item.

PROPOSAL SUPPORTED UNANIMOUSLY

Extend the 2 hour parking on the northern side of Burelli Street to join the existing timed restrictions to the east of 16 Burelli Street.

4 **FIGTREE – WARD 2**

O'Briens Road – Narrow Kerb Lane

Background:

A resident has requested parking restrictions to be installed where the kerb lane is narrow on the basis that parked vehicles encroach on the traffic lane. A review of the area indicates that the traffic lane may be wider than the minimum width and that an adjustment to the edge line may result in a kerb lane which permits parking. In the long term Council has received numerous complaints about speeding vehicles in O'Briens Road and it is desirable to retain as much parking as possible. Where the kerb lane is too narrow to permit parking it is appropriate to install No Stopping restrictions by way of a continuous yellow line.

Consultation:

No Consultation required for this Agenda item because this section of roadway is not adjacent to any homes on the southern side.

PROPOSAL SUPPORTED UNANIMOUSLY

Install No Stopping restrictions on the southern side of O'Briens Road to the west of the Tennis Complex, by way of a continuous yellow line where the space bounded by the edge line is less than 2.5 metres wide.

REGULATION OF TRAFFIC

5 WOLLONGONG – WARD 2

Macedonian Orthodox Church Procession – Friday 19 January 2018

Background:

To celebrate a major event in the Macedonian Orthodox Church calendar the local congregation has proposed a procession from the church in Stewart Street to the Wollongong Harbour on Friday 19 January 2018. The event will involve a short road closure of Stewart Street at the corner of Harbour Street, Wollongong to commence at 11am and be completed by 12 Noon. The procession will then follow the footpaths until a controlled crossing on Crown Street at the WIN Entertainment Centre and then a final crossing off Cliff Road at the entrance to the Harbour.

Amended Traffic Management Plans were presented at the meeting and it's understood the organisers will follow the recommendations made by the Police and Council at a recent meeting.

Consultation:

Community Engagement managed by the organiser is a condition of this approval.

PROPOSAL SUPPORTED UNANIMOUSLY

The road closure on Friday 19 January 2018 at 11.00am – 12 Noon be approved subject to the submitted Traffic Management Plans 14105 be approved (Attachment 3) and Councils standard Conditions for Road Closures (Attachment 1)

6 WOLLONONG – WARD 2

Queens Baton Relay – Monday 5 February 2018 from 9am – 11.45am

Background:

The Queens Baton relay (QBR) has been the traditional curtain raiser to the Commonwealth Games since the 1950's. Wollongong Council is hosting one leg of the relay on Monday 5 February 2018. The event will begin at 9.00am with activities in Stuart Park prior to the relay and concluding activities are planned for Crown Street Mall at 11.15am.

The relay involves a runner and a number of vehicles which will travel from Stuart Park to Endeavour Drive where road closures will be in place between 10.45am and 11.15am. The relay will then commence from Endeavour Drive to Crown Street Mall from 11.15am to 11.45am with the proposed road closures for the second section of the relay.

Bus services have been advised of some minor delays but the bus operators have confirmed that bus schedules will not be affected significantly. The traffic controllers will move the closure equipment to keep ahead of the relay. In this regard buses will be permitted to access the Marine Drive bus terminus as late as possible. Amended plans are to be forwarded to the bus operators for confirmation of this arrangement.

Once the relay reaches Kembla Street most of the vehicles will divert to McCabe Park and the relay participants will move through the centre of the mall. Following the completion of the event in the mall participants will then join the vehicles in McCabe Park.

Consultation:

Residents and businesses along the route will be contacted by Council's Community Engagement Team as part of Councils communication strategy for this event.

PROPOSAL SUPPORTED UNANIMOUSLY

The event held on Monday 5 February 2018 from 9am – 11.45am be approved subject to the Traffic Management Plans (Attachment 4) and Councils Standard Conditions for Road Closures (Attachment 1)

7 WEST WOLLONGONG – WARD 2

Lexburn Avenue – Street Party – Saturday 16 December 2017

Background:

The Community of Lexburn Avenue, West Wollongong have requested approval for a road closure to hold a street party on Saturday 16 December 2017. The closure will take effect from 5.00pm to 11.30pm on the day for the section of Lexburn Avenue between Yellagong Street and Euroka Street. The party has been held without incident in previous years in accordance with Councils Standard Conditions of Street Parties.

Consultation:

The residents affected have indicated their agreement to the road closure.

PROPOSAL SUPPORTED UNANIMOUSLY

The proposed road closure on Saturday 16 December 2017 at 5.00pm – 11.30pm be approved subject to Councils Standard Conditions for Street Parties (Attachment 2)

8 BERKELEY – WARD 3

Hunt Place – Street Party – Sunday 31 December 2017

Background:

Residents of Hunt Place, Berkeley have requested approval for a road closure to hold a street party on Sunday 31 December 2017. The closure will take effect from 1.00pm – 12.00am on the day. All the residents affected by the closure have indicated their agreement to the event being held.

Consultation:

The residents affected have indicated their agreement to the road closure.

PROPOSAL SUPPORTED UNANIMOUSLY

The proposed road closure on Sunday 31 December 2017 at 1.00pm – 12.00am be approved subject to Councils Standard Conditions for Street Parties (Attachment 2)

9 KEIRAVILLE – WARD 2

Shoobert Crescent – Street Party – Friday 8 December 2017 at 6.00pm – 8.30pm

Background:

Subsequent to the Traffic Committee meeting a resident group of Shoobert Crescent, Keiraville have requested approval for a road closure to hold a street party on Friday 8 December 2017. The closure will take effect from 6.00pm to 8.30pm on the day for the section of Shoobert Crescent from Murphys Avenue to Harkness Avenue.

The party has been held without incident in previous years in accordance with Councils Standard Conditions of Street Parties. The proposal has been circulated to Committee members and no objections have been received.

Consultation:

The residents affected have indicated their agreement to the road closure.

PROPOSAL SUPPORTED UNANIMOUSLY

The proposed road closure on Friday 8 December 2017 at 6.00pm – 8.30pm be approved subject to Councils Standard Conditions for Street Parties (Attachment 2)

DESIGN MATTERS

10 KEMBLA GRANGE – WARD 3

21-23 Sheaffes Road – proposed Stage 1 subdivision – signs and line marking

Background:

The developer for a new sub division off Sheaffes Road, Kemplla Grange has prepared the signs and lines plan for the road network. It generally consists of give way signs at the junctions within this new subdivision. North Junction of roads 9 & 3 requires a Stop sign due to limited sight distance - at least 50 metres is required.

Consultation:

Consultation has been undertaken as part of the development application process.

PROPOSAL SUPPORTED UNANIMOUSLY

Plans 300178107.00 DA801/02 and 300178108.00 DA802/02 be approved subject to the addition of a Stop sign at the junction of Roads 9 & 3 (Attachment 5)

LATE ITEM

11 CORRIMAL – WARD 1

Station Street – Street Party - Saturday 9 December 2017 – 6.00pm – 10.30pm

Background:

Subsequent to the Traffic Committee Meeting on 18 October 2017, an application has been received to close Station Street Corrimal for a Street Party on Saturday 9 December 2017 from 6.00pm to 10.30pm. The organiser has provided evidence that the residents affected by the closure from No. 5 to No. 15 Station Street (and the homes opposite from 10 to 16) have consented to the closure.

Arrangements have been made to allow residents access if required under supervision during the event. There is little through traffic but the detour via Murray Road/Gregory Street to the north or south and Duff Parade to the west is straight forward. There are no bus routes in Station Street and similar events were held in December 2015 and 2016 without incident. It should be noted that Station Street is wide at 12.5 m between kerbs and drivers can make a U turn safely should a vehicle enter the street during the closure.

The proposal has been circulated to the Members of the Traffic Committee and no objections have been received.

Consultation:

The residents affected have indicated their agreement to the road closure.

PROPOSAL SUPPORTED UNANIMOUSLY

The proposed road closure on Saturday 9 December 2017 at 6.00pm – 10.30pm be approved subject to Councils Standard Conditions for Street Parties (Attachment 2)

INFORMAL ITEMS

12 FIGTREE – WARD 2

Terrie Avenue – parking concerns

Background:

A resident in Terrie Avenue has requested parking restrictions on a curve near numbers 25 – 31. After the proposed restrictions were put to the Traffic Committee members it was unanimously agreed that these restrictions would not be supported due to this end of Terrie Avenue being a cul de sac with very low traffic volumes. Sight distance around the curve was also assessed as adequate because of the uphill gradients either side of the curve.

13 WOLLONGONG – WARD 2

Marine Drive – Carols by Candlelight in Lang Park – 10 December 2017 at 3.00pm – 11.30pm

Background:

The Disability Trust and the Salvation Army are proposing to hold Carols by Candlelight in Lang Park Wollongong on Sunday 10 December 2017 between 3.00pm - 11.30pm. In order to allow participants to use Marine Drive as part of the venue it is proposed that Marine Drive be closed for the duration of the event. The discussion centred around the use of the beach precinct by members of the general public and that any road closures for the event would inhibit the normal activity in the area. In addition, the organisers do not intend to place any part of the event on the roadways and accordingly the event can be held without the road closures. For these reasons, members of the Committee did not support the proposed road closures.

Minutes to be confirmed at the next meeting to be held at 9.15am on 18 October 2017.

2017 Traffic Committee Meetings		
Wednesday 15 November	Administration Building, Level 10, Rooms 2 and 3	9.15am – 12.00pm

Attachment 1 – Standard Conditions for Road Closures

Standard Conditions for Road Closures

For Special Events and Work Related activities Within Council Road Reserves.

Following approval by Wollongong City Council, road closures are subject to the additional Council conditions:

1. **The Applicant must complete the Council form 'Application to Open and Occupy or Underbore a Roadway or Footpath' (Refer to Checklist below – relates to Section 138 of the Roads Act.)**
2. **NSW Police Approval:** The Applicant must obtain written approval from NSW Police, where required under the Roads Act.
3. **If the Road Closure is within 100m of any traffic control signals or on a 'State Classified Road' the Applicant must obtain a Road Occupancy Licence (ROL) from NSW Roads & Maritime Services (RMS).**
4. **The Applicant must advise all affected residents and business owners within the closure area of the date/s and times for the closure, at least 7 days prior to the intended date of works.**
5. **The Applicant must advise Emergency Services: Ambulance, Fire Brigade and Police, Taxi and Bus Companies of the closure dates and times in writing, 7 days prior to the intended date of works. The Applicant must endeavour to minimise the impact on bus services during the closure.**
6. **Traffic Management Plan:** The closure must be set up in accordance with the approved Traffic Management Plan (TMP) prepared by an appropriately qualified traffic controller; a copy of whose qualifications must be included with the submitted TMP.
7. **Traffic Management Plan Setup:** The Traffic Management Plan must be set up by appropriately qualified traffic control persons or the NSW Police.
8. **Access to properties affected by the road closure must be maintained where possible. Where direct access cannot be achieved, an alternative arrangement must be agreed to by both the applicant and the affected person/s.**
9. **Public Notice Advertisement:** The Applicant must advertise the road closure in the Public Notices section of the local paper, detailing closure date/s and times at least 7 days prior to the closure.
10. **Public Liability Policy:** The Applicant must provide Council with a copy of their current insurance policy to a value of no less than \$20 million dollars to cover Wollongong City Council from any claims arising from the closure.

Checklist:

- ☒ **Completed Council Form:**

'Application to Open and Occupy or Underbore a Roadway or Footpath'.

Required information as shown below MUST be attached:

- ☒ A copy of the letter from the Traffic Committee authorising the closure
- ☒ The Traffic Management Plan (TMP)
- ☒ The Road Occupancy Licence (ROL) *if required*
- ☒ Written approval from NSW Police
- ☒ Public Liability Insurance

Applications may be lodged in the Customer Service Centre located on the Ground Floor of Council's Administration Building, 41 Burelli Street Wollongong between 8.30am and 5pm Monday to Friday.

Attachment 2

Councils Standard Conditions for Street Parties

STANDARD CONDITIONS FOR ROAD CLOSURES FOR STREET PARTIES

- Each road affected by the closure approval shall be restored to full and uninterrupted traffic flow prior to the end of the closure.
- The road shall be cleared sufficiently to allow an emergency vehicle access to a property within the closure area. For this reason, no barbeques, heavy tables or other heavy equipment is to be set up on the road pavement.
- You are required to advertise the road closure in the local newspaper

E.g. → Temporary Road Closure – Larkins Lane, Yallah

Date: → 18 December 2015
 Time: → 2 pm – 7 pm
 Event: → Street Party
- Council will notify emergency services and the Police Service.
- NSW Police Service directions are to be strictly adhered to.
- Council will endeavour to make available to you the following equipment* for the closure

Regular Street Equipment Requirements	Cultural & Social Street Equipment Requirements
6 Barrier legs	3 Barrier legs
12 Road Barriers	6 Road Barriers
2 Road Closed Signs	1 Road Closed Signs
4 Flashing Lights	2 Flashing Lights

It should be noted that Council does not supply 9 volt batteries for flashing lights, however batteries can be made available for approximately \$3.40 each.

The flashing lights must be fixed to the barriers and operating prior to sunset.

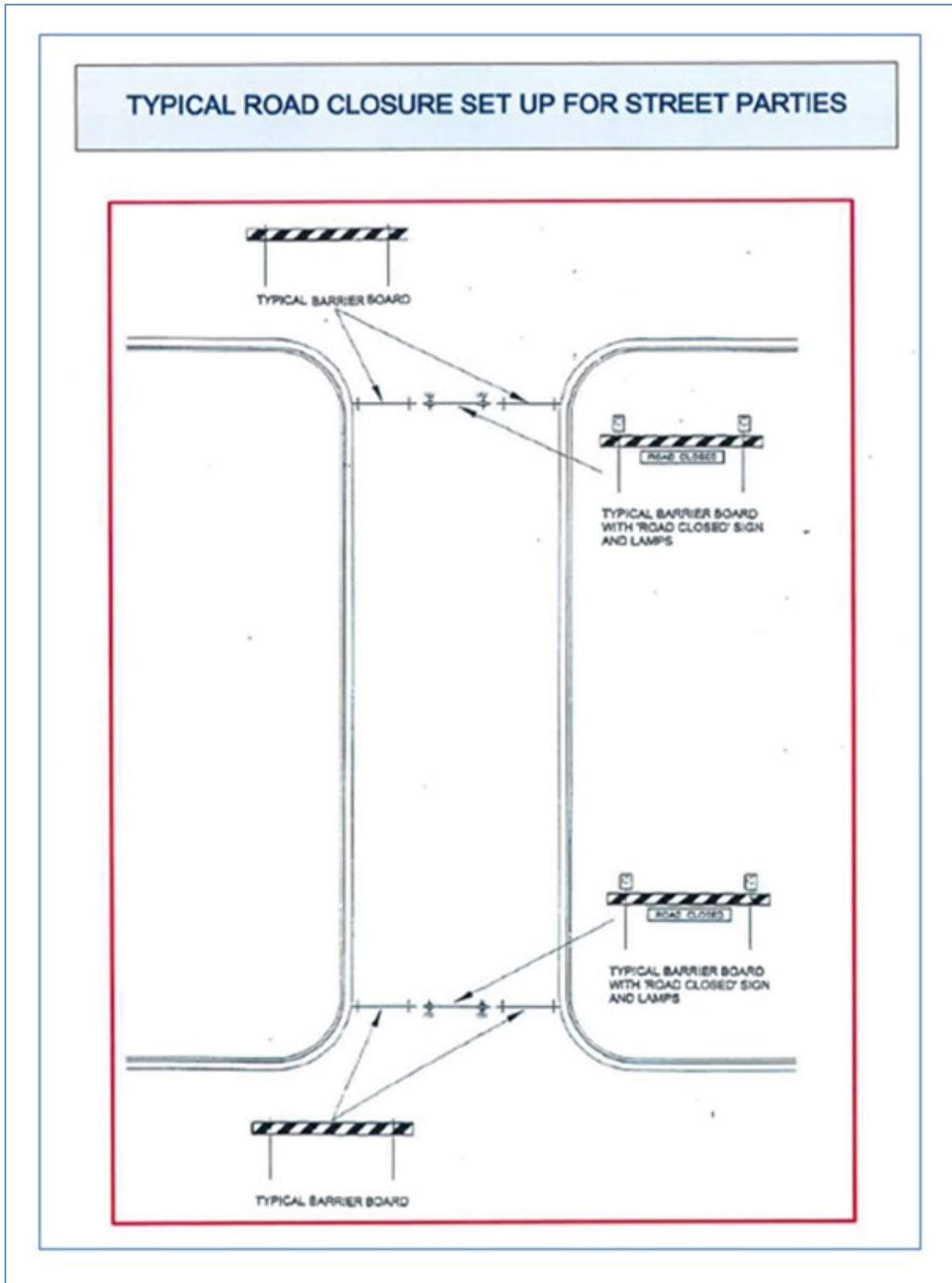
It is your responsibility to collect this equipment from Council's Works Depot Store, Montague Street, North Wollongong, prior to 2.00 pm on the last working day prior to your proposed road closure, and return same on the next working day following the closure. Please ensure you sign a receipt when collecting and returning this equipment.

Equipment, which is returned damaged beyond use or not returned at all, will be replaced at your cost.

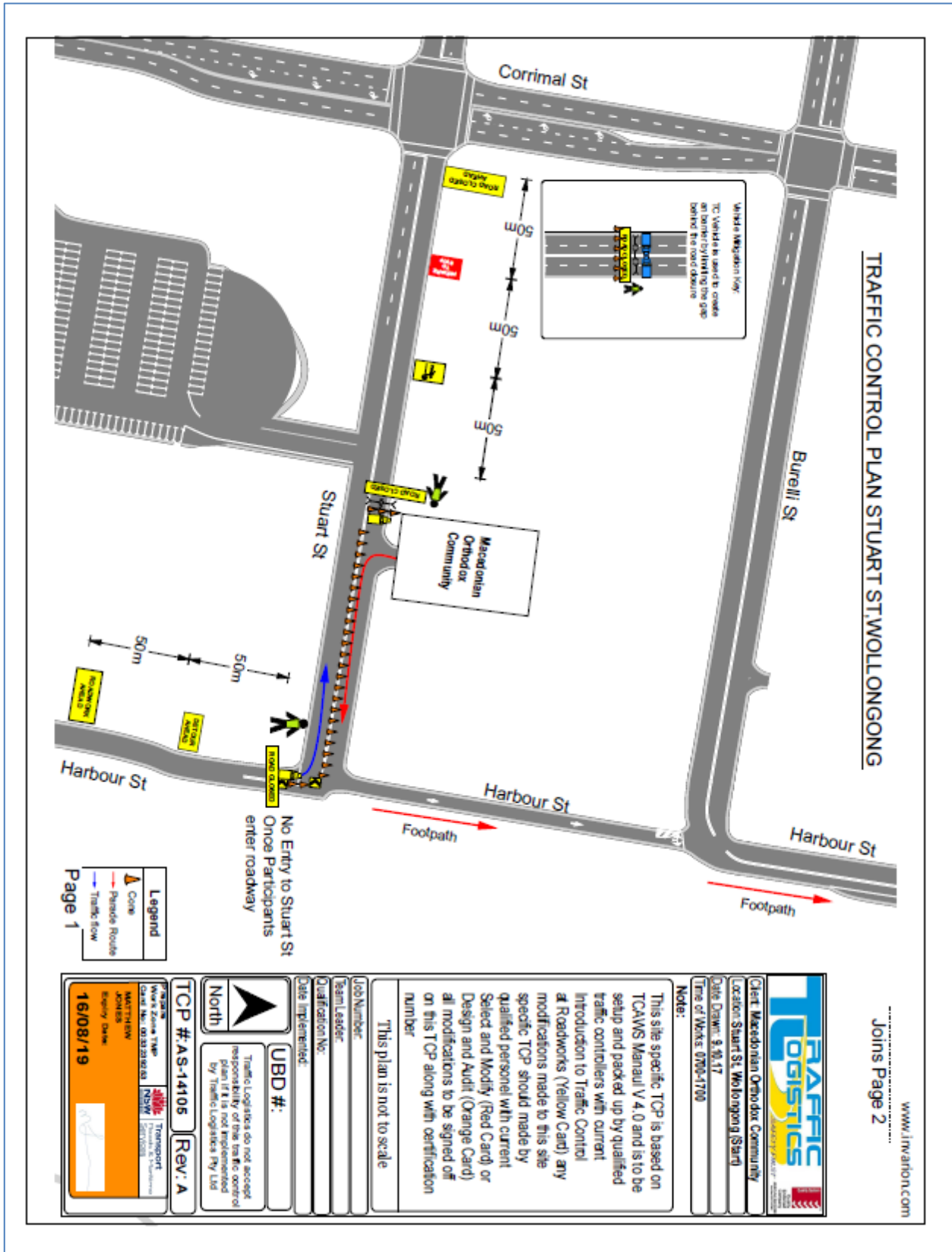
A sufficient number of people (at least 2), together with a vehicle suitable for the purpose of transporting the relevant equipment, are to be provided by the organisers for the loading and unloading of this equipment at the Depot.

- You are requested to email Council's Events and Functions Coordinator events@wollongong.nsw.gov.au two weeks prior to pick up to ensure availability of the equipment.
- If Council's Store does not have sufficient equipment to lend, you are to obtain equipment from another source (e.g. hire firm), at your expense.

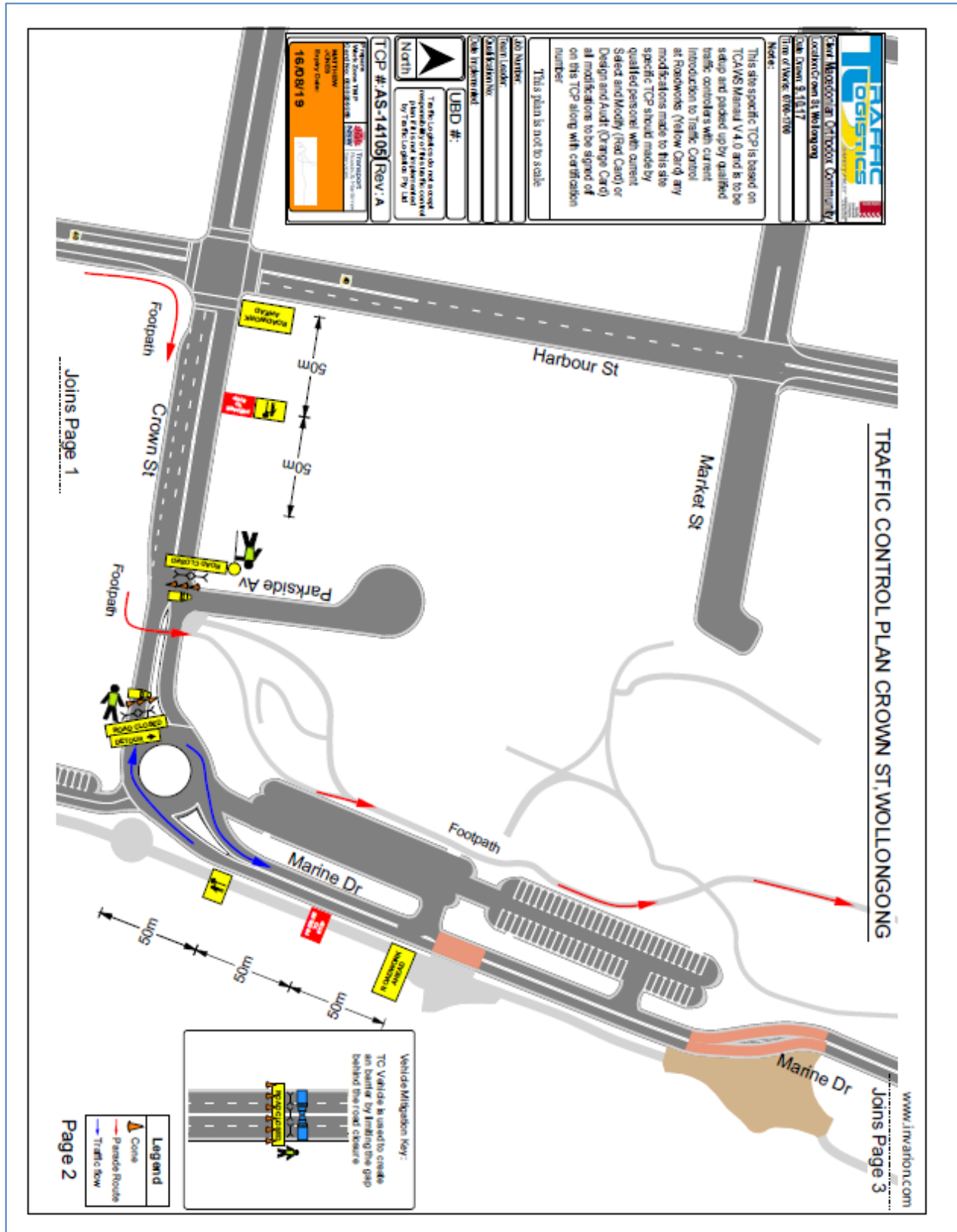
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Councils Standard Conditions for Street Parties



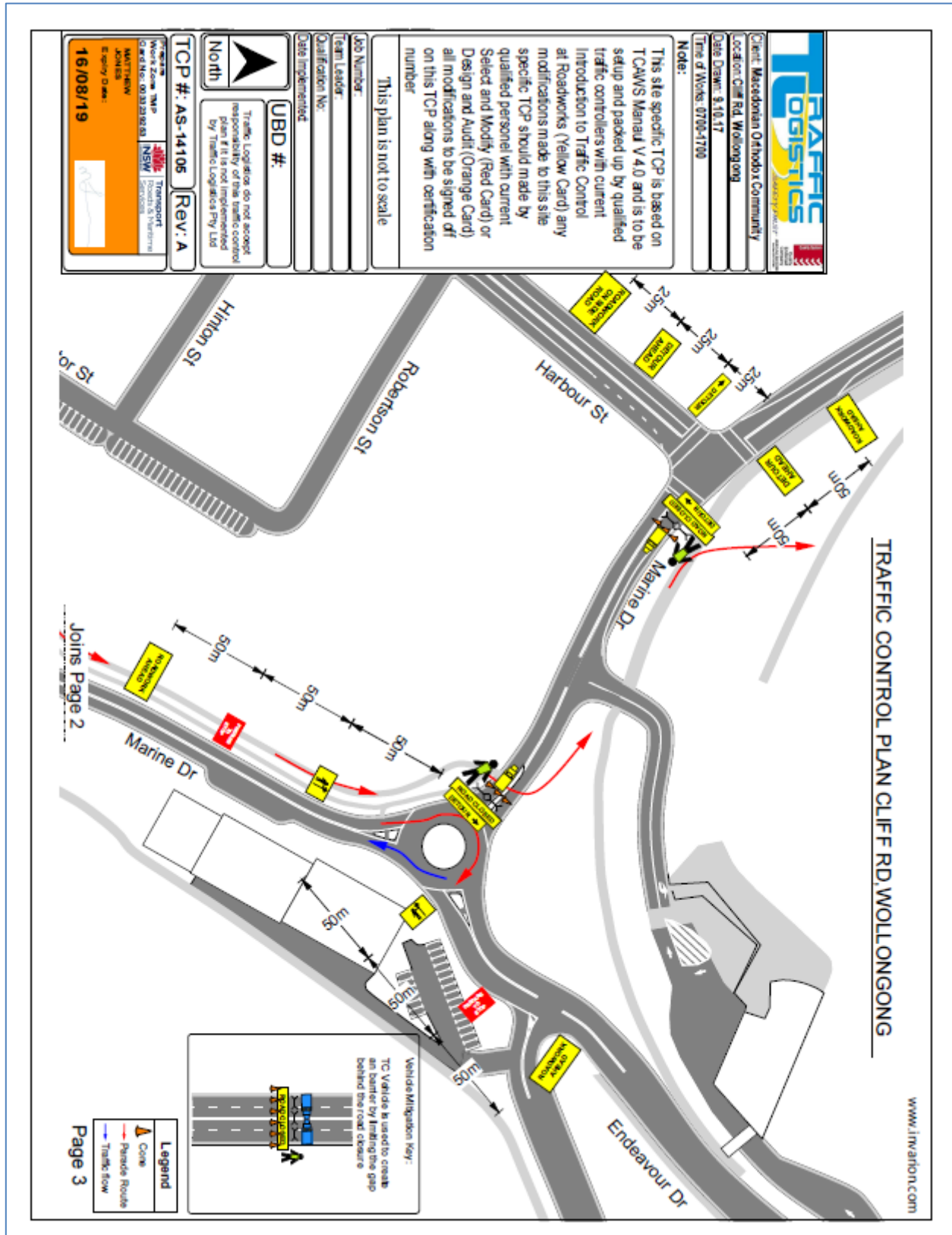
Attachment 3
Macedonian Orthodox Church Procession
Friday 19 January 2017



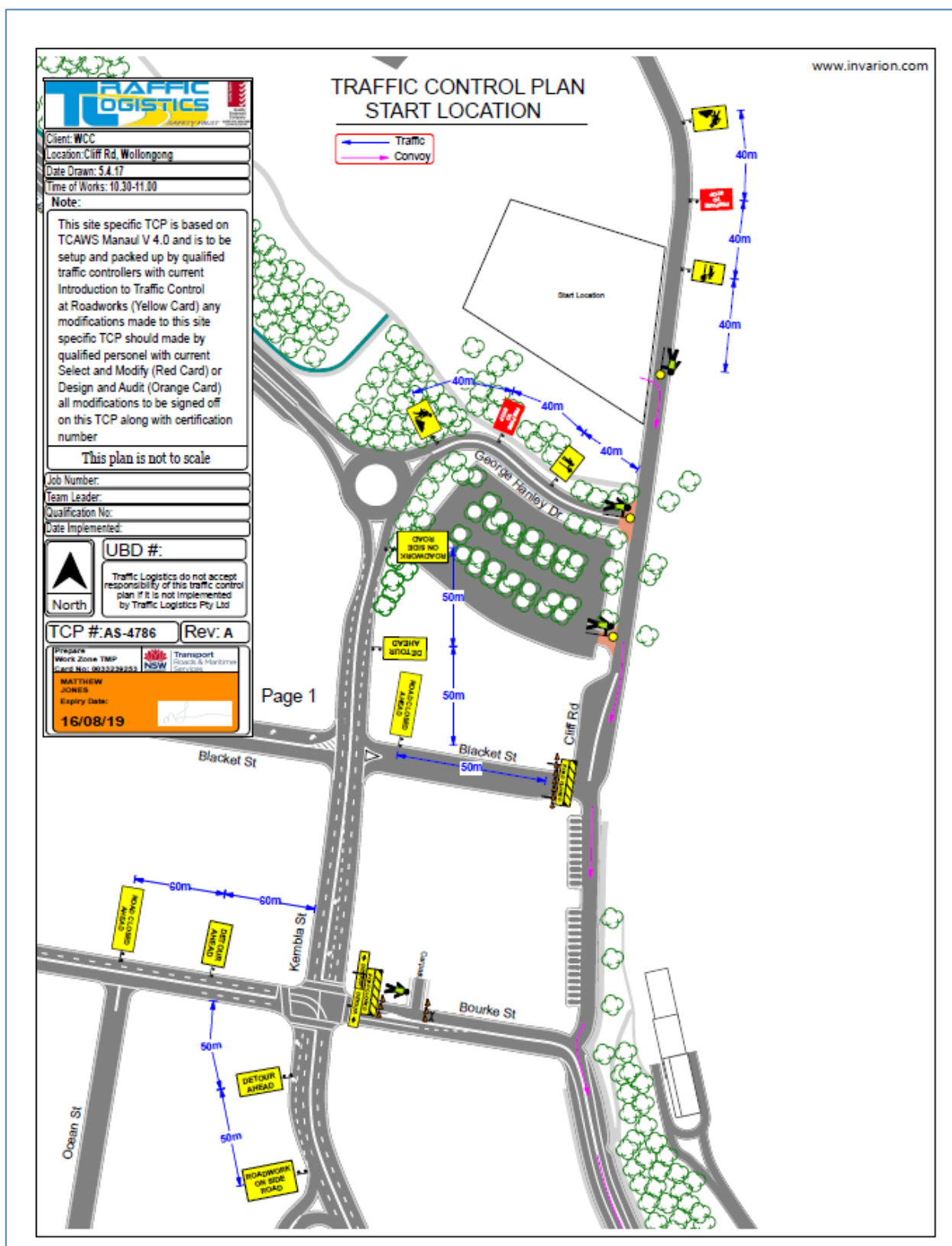
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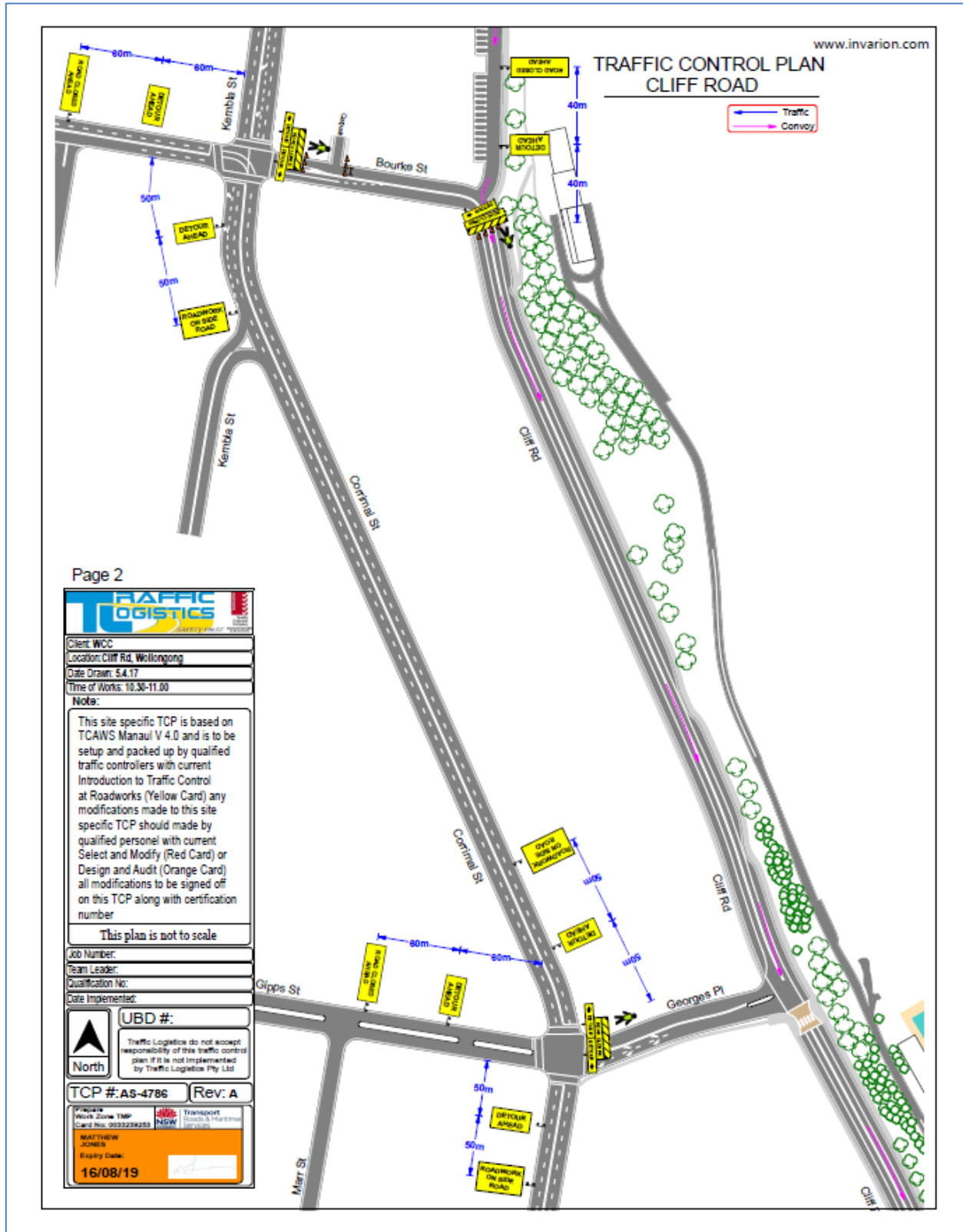
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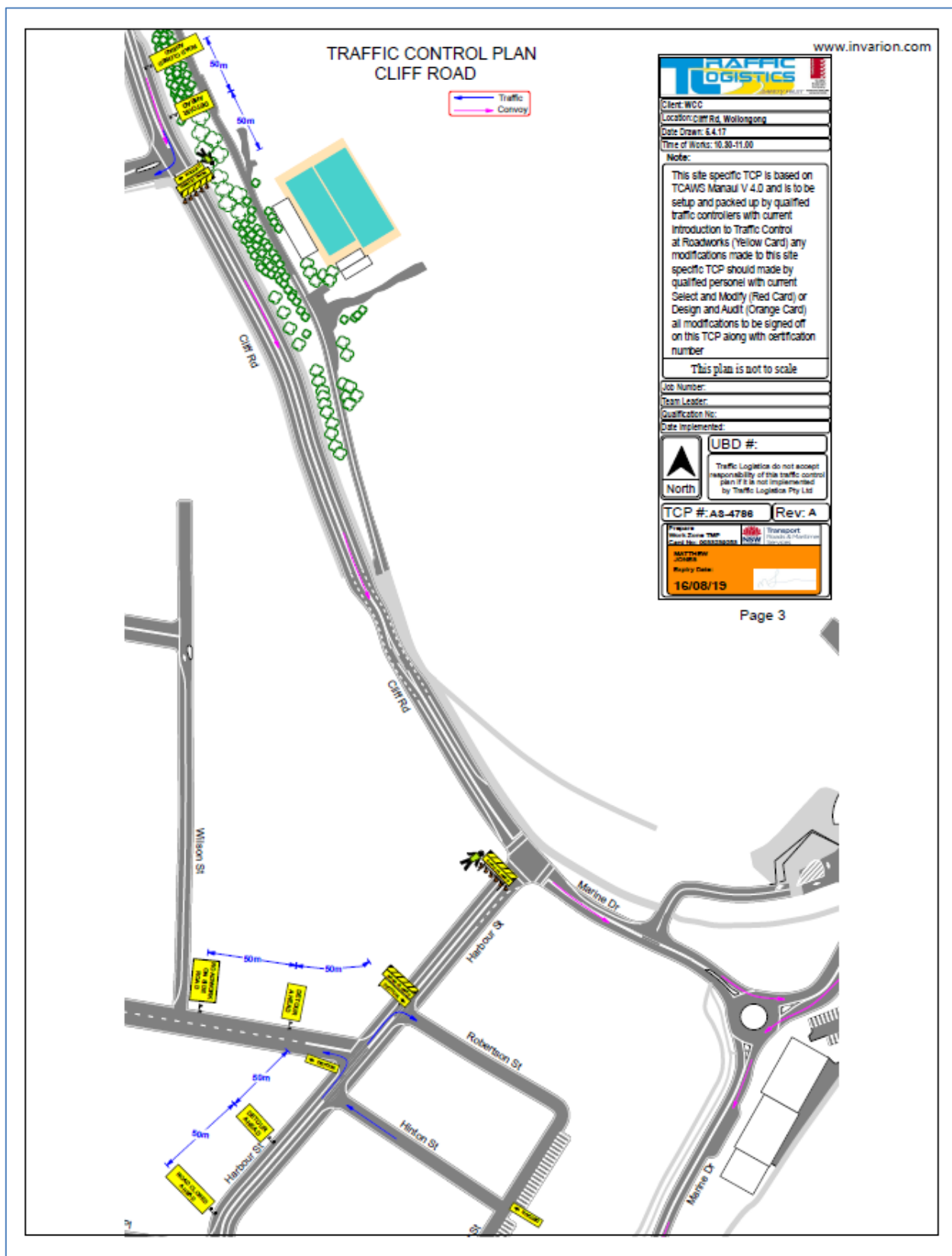
Attachment 4
Queens Baton Relay
Monday 5 February 2018 – 9am – 11.45am



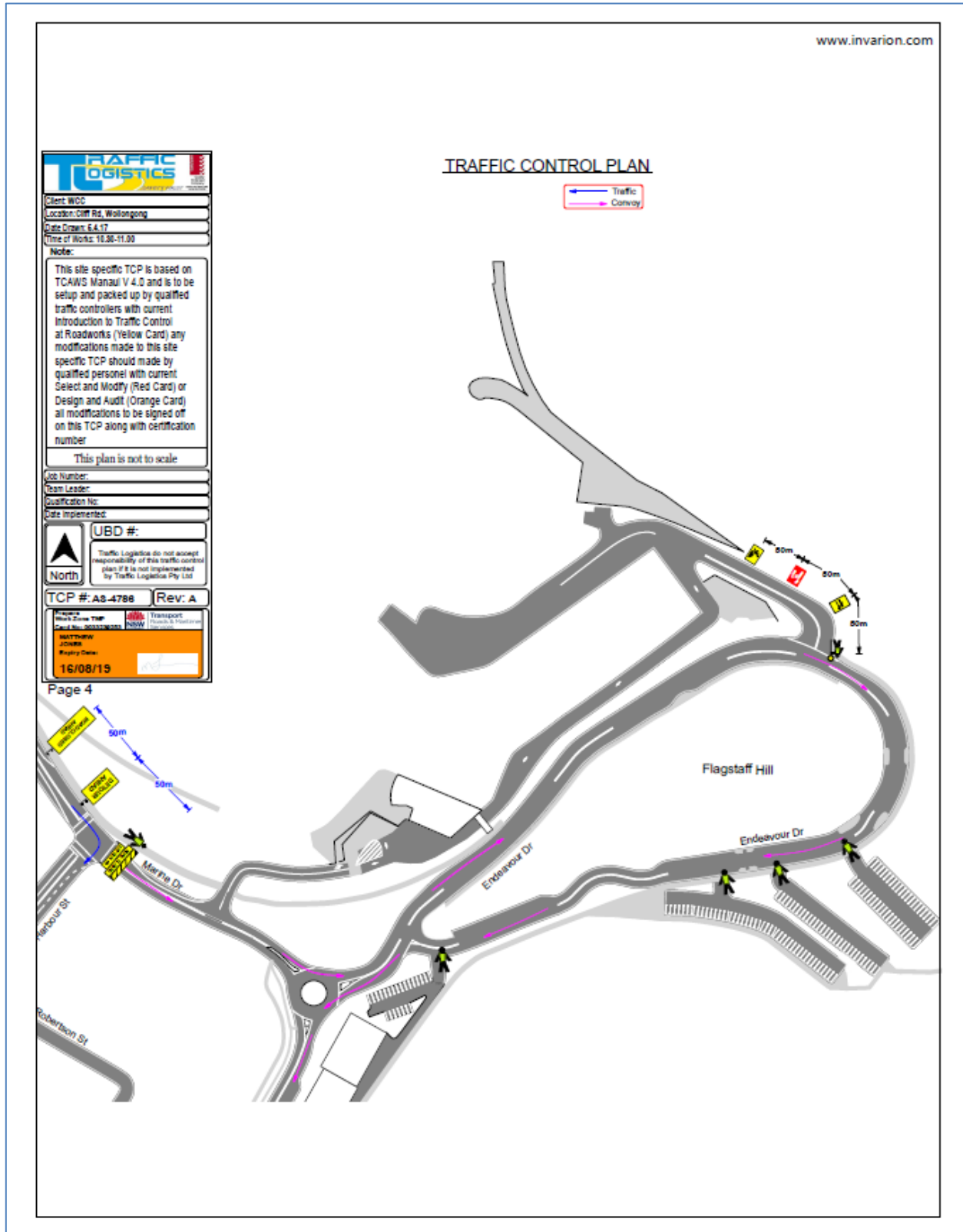
Attachment 4
Queens Baton Relay
Monday 5 February 2018 – 9am – 11.45am



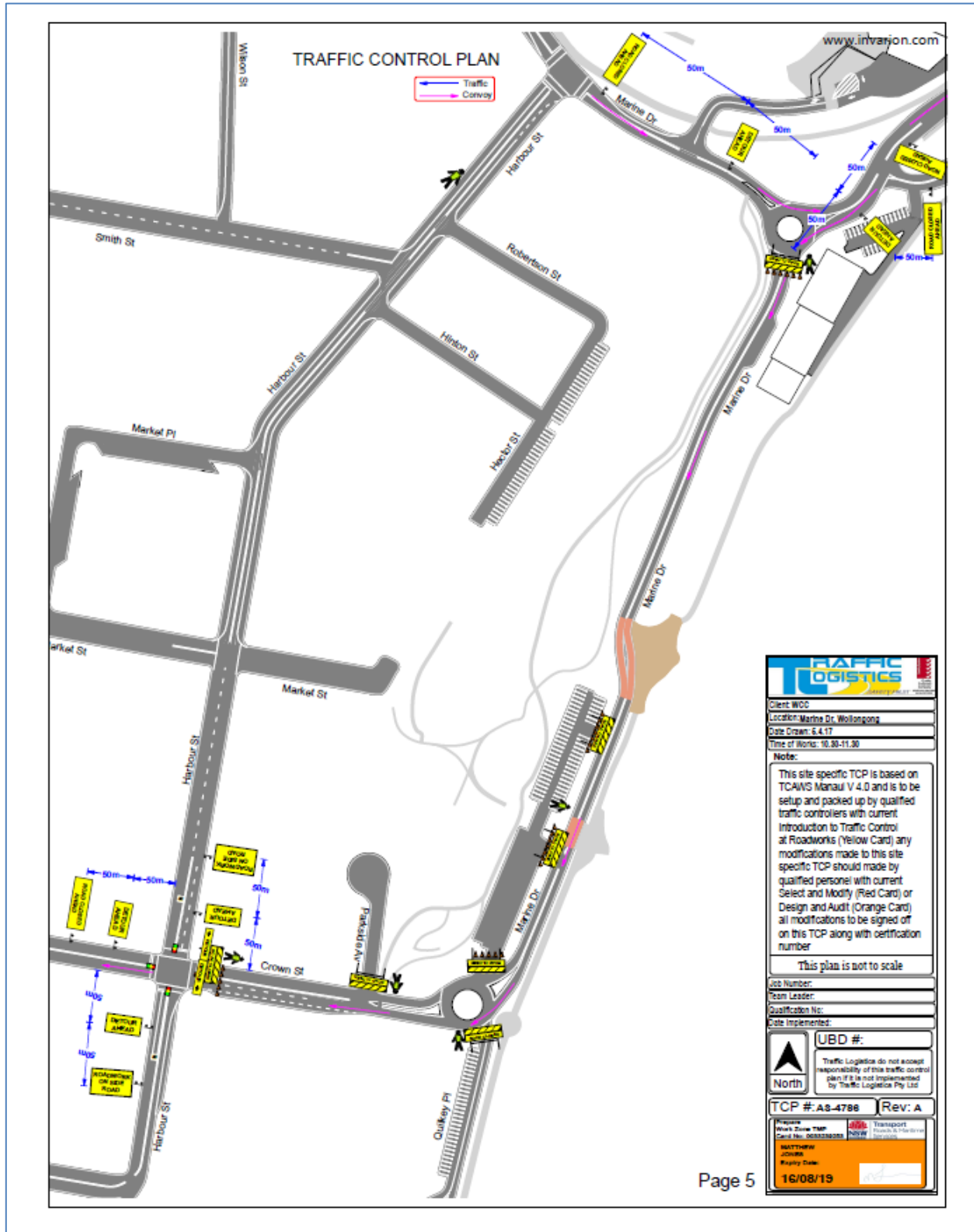
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Queens Baton Relay
Monday 5 February 2018 – 9am – 11.45am



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